

Administrative Services Assistant 3 (ASA) – Cover Tennessee Programs Grade 27 Executive Service

The Cover Tennessee Programs (AccessTN, CoverKids, and CoverRx) office is located within Health Care Finance and Administration (HCFA), the state agency that oversees health care related divisions within the Tennessee Department of Finance and Administration. The Cover Tennessee staff oversees and manages day-to-day operations of the three programs.

We are looking for an Administrative Services Assistant 3 to support the Director of AccessTN/CoverRx, Director of CoverKids, and the Fiscal Director. The position's primary responsibility is providing administrative and organizational services for the three Directors of Cover Tennessee. This position offers the opportunity to work as an integral part of a team that oversees the delivery of high-quality health care services to over 117,000 Tennesseans.

Specific work activities associated with the Administrative Services Assistant 3 position are:

1. Maintain scheduling for the three Directors, including tracking and responding to meeting requests, scheduling meetings, tracking deadlines for submission of any reports or presentations.
2. Upon receipt of Cover Tennessee weekly and monthly invoices, review invoice details for accuracy, label, obtain approval and signature, scan and make copies, give original invoice to Fiscal Director for payment, and file signed copy and supporting documentation on the shared drive as well as in respective contractor folder. Record information onto an Excel spreadsheet.
3. Prepare quarterly invoices for CoverKids Federally Qualified Health Centers/Rural Health Clinics (FQHC/RHC) prospective payment invoices. Review the report of qualified claims for accuracy, maintain spreadsheets, calculate the amounts and create the invoice, verify provider address information using the state accounting system, create letters via mail merge and prepare for mailing.
4. Prepare meeting materials, including agendas or any corresponding documents for the meeting.
5. Track deadlines for all Cover Tennessee program projects, reports, documents, and presentation materials. Responsible for organizing and maintaining CoverKids contractors - DentaQuest and QSource reports on network drive.
6. Maintain the most up-to-date policies & procedures binders and contractor reports for the three Directors.
7. Maintain office supply inventory and submit supply requests in Edison as necessary. Follow through until supplies are received. Supplies will be placed in filing cabinets or delivered to specific staff.
8. Take meeting minutes/summaries of the monthly CoverKids/DentaQuest/Maximus reconciliation conference call and CoverKids staff meetings; take meeting minutes/summaries as requested and distribute.
9. Conduct AccessTN bank reconciliation each month within four days following the close of the accounting cycle. Run reports from the state accounting system to determine banking activity and compare against the reconciliation report received from the insurance contractor to ensure the correct amounts have been withdrawn. Liaison with the insurance contractor as needed to report any discrepancies.

10. Maintain and organize electronic files, keeping them up to date with reports and invoices received via email.

Minimum Skills/Qualifications: Intermediate level of proficiency in Microsoft Office skills; excellent organizational skills; written and verbal communication skills; professionalism; complex problem solving; critical thinking; self-motivated.

Education and Experience: Graduation from an accredited college or university with a bachelor's degree AND experience equivalent to three years of increasingly responsible full-time professional staff administrative experience.

Substitution of Experience for Education: Qualifying full-time increasingly responsible sub professional, paraprofessional, or professional experience may be substituted for the required education on a year-for-year basis, to a maximum of four years.

Substitution of Education for Experience: Additional graduate coursework in public administration, business administration, or other acceptable field may be substituted for the required experience, on a year-for-year basis, to a maximum of two years.

OR

Two years of increasingly responsible professional administrative services experience with the State of Tennessee.

Send resumes to Yvette.Casey@tn.gov by COB on Monday, April 13, 2015.